1.1 Add learning history for multiple courses

In the menu tab, you will only ever use the sections highlighted with the blue arrow. Add learning history for multiple courses allows you to mark or remove attendance for groups of registrations in classes or individually for a single course. Figure 3 demonstrates the work area after clicking the option.

Auto fill from registration extracts attendees from the class and displays a list and you can remove the no-shows from the list quickly or you can add an individual into the class. Selecting Next on the top will ask you add the completion status which is either attended or completed finally completing in a submit window as seen below.
1.2 Edit Learning History

This tab allows you look at the user’s history individually or a group of users.

1. You can search using user ID
2. Have a completion date to narrow down the search results.
3. Identify the type of course you want to search
4. Click on Search to generate the list.
5. You can also download the search results to see all their training history.
6. The edit button will allow you edit their record.
7. Figure 4 will show you where you change the completion status and click apply changes.